



STATE OF INDIANA

ALCOHOL AND TOBACCO COMMISSION

302 West Washington Street
IGCS Room E114
Indianapolis, IN 46204

Telephone 317 / 232-2430
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www.IN.gov/atc

NOTICE REQUIREMENT BY POSTED SIGN

Pursuant to IC 7.1-3-1-28, IC 7.1-3-1-5.6(e) and 905 IAC 1-52, all applicants for initial issuance, transfer of location or transfer of ownership of an Alcohol and Tobacco Commission (ATC) retailer or dealer permit, shall post a sign to indicate to the public that the applicant is seeking said issuance. Exceptions to this requirement, which apply only to Marion County, are outlined below.

The sign must either be prepared by the Commission or approved by the Commission. The ATC charges a fee of two-dollars (\$2.00) for the sign.

The sign must be posted at least ten (10) days prior to the applicant's scheduled Local Board hearing date. The applicant is responsible for knowing when the Local Board is scheduled to hear his/her permit. The sign must be posted in a manner that it is visible from the nearest and largest public thoroughfare in the vicinity of the applicant's premises or proposed premises. If a building or structure does not exist yet, the sign must be posted at the premises in a manner sufficient to secure it.

AT THE TIME OF THE HEARING, THE APPLICANT SHALL COMPLETE, SIGN AND FILE WITH THE LOCAL BOARD [THE AFFIDAVIT OF COMPLIANCE](#) CONTAINED IN THE APPLICATION PACKET.

Failure to comply with these requirements will result in applicants not receiving a Local Board hearing until they come into compliance. If you have any questions, please contact your local district excise office, your processor or call the ATC at 317-232-2430.

In Marion County only, the following requirements apply:

1. If the application is for any retailer's permit or any dealer's permit EXCEPT a liquor dealer's permit within the boundaries of the special fire service district (as determined in conformity with IC 7.1-3-22-8), the applicant may choose to post sign notice as delineated above, or comply with the mail notice requirements of IC 7.1-3-1-5.5 (new issuance, transfer of location or transfer of ownership); or, IC 7.1-3-1-5.6 (renewal).
2. An applicant for new issuance, transfer of location or transfer of ownership of a liquor dealer's permit within the boundaries of the special fire service district (as determined in conformity with IC 7.1-3-22-8), shall continue to comply with the mail notice requirements of IC 7.1-3-1-5.5.
3. If the application is for renewal of a liquor dealer's permit within the boundaries of the special fire service district (as determined in conformity with IC 7.1-3-22-8), the applicant shall continue to comply with the mail notice requirements of IC 7.1-3-1-5.6.